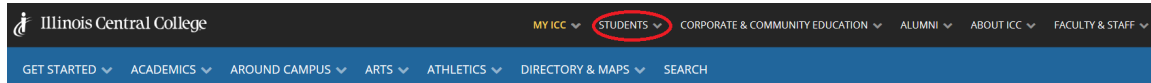


## Requesting a Transcript without Logging into eServices

1. Go to [icc.edu](http://icc.edu)
2. Hover over **Students** until drop down menu appears



3. Scroll down to **Transcripts** and select **Request A Transcript**
4. On the Request a Transcript page, scroll down and click on the **Request a Transcript** button
5. Choose **Order PDF Transcript(s)** or **Order Paper Hard Copy Transcript(s)** to begin your order. PDF transcripts will be sent electronically. Paper hard copy transcripts will be mailed. Not all schools or organizations accept PDF transcripts.

### Step 1 – Student Info

- Enter either your ICC Student ID number **or** your Social Security number to get started.
- Fill in the form with the requested and required information. If you have an address change that needs to be updated, check the “Please update records to reflect this address” box.

### Step 2 - Order Options

- On this page, select the options that best suit your needs.

### Step 3 - Recipient(s)

Choose a type of recipient.

Please choose a type of recipient
<input type="radio"/> Search our Recipient Table Choose this option to search recipients that are already set up in our system. This is the only way to find colleges or universities who receive transcripts electronically.
<input type="radio"/> Myself
<input type="radio"/> Select an Application Service Choose this option for Application Services such as AMCAS, LSAC, PHARMCAS, etc.
<input type="radio"/> Direct Access Code Lookup Choose this option if you were provided with a "Direct Access Code" by your recipient.
<input type="radio"/> Enter Recipient Manually

Previous

If you feel you have selected the wrong recipient, click on **Previous** and enter the correct information, then click **Next**.

After the appropriate recipient type has been selected, click **Next** to continue.

You may add additional recipients with a maximum number of five transcripts. To do so, click **Add Recipient** before clicking the **Continue to Order Summary**.

## Step 4 – Summary

This page summarizes the details of your order. Select **Place Order** once you have reviewed all information and confirmed it is correct. On the second page of this section, you will be given your order number and given information about completing the order form. Click **Finish**, then you must click the “**click here**” hyperlink in the Additional Action required section to complete the electronic signature.

## Step 5 – Authorization

1. Click **Authorize** under Order Actions on the [Self-ServicePlus™](#) page.




Illinois Central College  
East Peoria, IL

Self-ServicePlus™ [Order Details](#) | [Recipients](#) | [Authorization](#) | [Communications](#) | [Sign Out](#)

Order Number: 9JU706102

**Attention**




**Authorization Required**  
Due: Saturday, October 19, 2019

[Order Actions](#)  
Need to make changes ?

 [Authorize](#) [Cancel Order](#)

2. Then click the E-sign button

**Attention**



**Authorization Required ?**  
Due: Thursday, October 24, 2019

## Authorize Transcript

Choose a method below to authorize your transcript.

E-sign  


Upload  


Fax/Mail  


- Next, click **sign** and a box will appear for you to electronically sign your name. Once you have signed, an E-signature authorization statement box with your signature will appear. You may also upload a document, send a fax or e-mail from this page.

### E-signature Authorization

For mobile devices smaller than a tablet, it is recommended to use landscape mode.

Tap/Click "Sign" button below to activate the signature capture. Once you have signed, click "Done" to return to the form.

Sign

[Back](#)

- Check the box that states, "By marking the signature and checking this box...." then click **Submit**.

By marking the signature area and checking this box, I acknowledge that I have left my signature and have given permission to release my academic transcript as directed above (9JU706102).

[Back](#)

Re-Do Signature

Submit

- After submitting the authorization, you will receive a confirmation. You will also have the option to cancel your order at that time. **If you do not sign the e-signature, you will continue to get text messages until you go back and sign the form. So, make sure you receive the message below that confirms the authorization has been received.**

Authorization has been submitted successfully. ×

#### Confirmation

##### Authorization Received



This a confirmation message that we've received your Authorization Form.

Authorizations are processed during operating hours. It may take up to one business day to process.

#### Order Actions

Need to make changes

Cancel Order

**\*Remember, you may check the status of your transcript order at any time by going to [Self-ServicePlus™](#).**